

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENTTO : Chief, Basic School *WNA*

DATE: 6 June 1956

FROM : Chief, VAS/IS

SUBJECT: Weekly Activity Report
31 May - 6 June 1956

1. PROGRESS ON MAJOR TRAINING AIDS

A. Basic 1

1. Chart, "Intelligence"--Layouts in progress

B. Basic 3

1. Display, Graphics Register--Final art in progress
2. Booklet Cover, "American Thesis"--Final art in progress

C. Basic 5

1. Two charts--one completed
2. Basic Tradecraft Manual--3 bibliographic inserts. Near completion

D. In 2

1. "Yugoslav Partisan Movement 1940-45--Command Channels"
Final art begun

E.

1. Booklet--Russian News Clippings. Near completion

F. Cable Secretariat

1. Spot illustrations for revised Cable Handbook. Layouts approved

G. Office of Security

1. Safety graphs--near completion

2. TRAINING AIDS COMPLETED DURING THE WEEK

A. Basic 3

1. 2 Nameplates

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2. Outline map of Middle East
3. Chart, "The Speech Triangle"
4. Change on OSI organization chart

B. In 7

1. 65 feet of ophthalmograph film processed during May.

C.

1. Mounting of 6 Chinese prints
2. 3 signs

D. OTR/PPS

1. Publication, "Studies in Intelligence III"--VAS part of job completed. Turned over to Reproduction/ISB.
2. Course Schedule (Revision)--Basic Intelligence School

E. Office of Security

1. 4 cartoons on "Never Let the Boss Be Surprised"

3. ITEMS OF ADMINISTRATIVE INTEREST

- A. VAS shop transferred to jurisdiction of new Intelligence School.



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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 31 May 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #22
25 May through 31 May 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Management Training

(1) The first of two Special Management presentations for the SR Division got under way Monday, 28 May, with 13 SR personnel, grades GS-11 through 15. In this and the following session substantially all Branch and Staff Chiefs of SR, through the level of C/OPS, will participate. The Course in several ways is similar to the Basic Management Course, but it has been trimmed from 40 hours to 31 and one-half hours and adapted to meet more specifically the Headquarters management problems of the clandestine services at branch level.

(2) Basic Management #25 was concluded on 25 May with 14 students.

b. Clerical Training

(1) During the week of 22 May there were 24 people enrolled in Clerical Induction Training and 10 in Clerical Orientation.

c. Basic Orientation

(1) Basic Orientation #29 ended on Friday, 25 May, with 75 students.

(2) In meetings with the BOC staff and the Chief, Basic School, on Monday, 28 May, the proposed two-week Intelligence phase of Basic Orientation was discussed, and a schedule approved; and the staff was informed of developments to date in the reorganization of the school.

(3) [redacted] lectured at the Foreign Service Institute on Friday, 25 May. His subject was "International Propaganda, a Communist Weapon."

(4) [redacted] participated in a panel discussion in the Basic Country Survey on 23 May. The subject was "Communism and the USSR."

(5) [redacted] completed the Administrative Procedures course on 25 May.

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d. Instructor Training

25X1 [] spent half a day on 29 May on a covert training assignment, the briefing of three foreign nationals.

e. Orientation and Briefing

(1) On Tuesday, 22 May, the Eighth Departmental Briefing Program was conducted. Mr. Robert Amory gave the introductory address.

(2) On Wednesday, 23 May, the Chief, OB, conducted a special briefing for W.O.C. and Career personnel from the Department of Commerce. During the program there were strong indications that the persons who attended travel a great deal, and may thereby be a source of much information for us. A closer liaison might prove mutually beneficial.

(3) On Thursday, 24 May, the CIA Introduction Program was conducted for 34 persons from DD/S; 8 from DD/I; 8 from DD/P; and one from the Office of the DCI.

(4) Mr. William Calderhead, Department of State, submitted the names of Mid-Career Foreign Service Officers for their program which is to be conducted on 5 June. At the same time he made a request for a new Junior Foreign Service Officers' program, to be conducted by the Chief, OB, about the middle of June. He indicated that this would be the largest number of FSO's ever sent to such a program.

f. Administrative Training

(1) Administrative Procedures #66 ended on Friday, 25 May. Operations Support #21 began on Monday, 28 May, with 28 students.

25X1 (2) OTR Personnel has been requested to make formal request for the transfer of [] from the Office of the DCI to the Administrative Training office, OTR.

(3) A second DD/S Cable Refresher course was held on 29 May for personnel from Security and Medical.

g. Personnel Notes

25X1 [] has officially notified the Chief, Orientation and Briefing, that she wishes to resign from the Agency in the near future.

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